



## SUGAR LAND FIRE DEPARTMENT FIRE PREVENTION DIVISION

### **FIRE PREVENTION PERMIT APPLICATION PROCEDURES**

Complete the application and return it along with applicable fees as listed below to City Hall:

- |  |          |
|--|----------|
| 1) Single permit                         | \$57.25  |
| 2) Combination permit: 1-3 permit items  | \$142.75 |
| 3) Combination permit: 4-5 permit items  | \$199.50 |
| 4) Combination permit: more than 5 items | \$285.25 |

**Note: Non-profit civic organizations and churches are exempt from fees.**

**ONLY Permit applications which are exempt from fees** may be submitted directly to the Fire Marshal's Office located at 10405 Corporate Dr. or sent via FAX at (281) 275-2850.

**ALL OTHERS** that are not fee exempt should be submitted along with applicable fees to the Revenue Department located at Sugar Land City Hall, 2700 Town Center Blvd., Sugar Land, Texas 77479 - phone number (281) 275-2700. Once the permit fee is paid, Revenue will fax a copy of the payment receipt to the Fire Marshal's Office upon your request.

**Tent, Air Curtain Trench Burning, and Fireworks Display permit applications** must be accompanied by a site plan. Site plans for tents shall show distances to other tents, buildings and roadways. Site plans for trench burners must show distances to buildings, property lines and roadways. Additionally, a certificate of flame retardant treatment must be submitted with tent permit applications. *For specific requirements for tents see Fire Prevention Tent Permit Application Procedures.*

**Once the application and fees have been submitted, an inspection must be scheduled by calling our automated inspection line at (281) 275-2812.** Inspection requests must be made 48 hours in advance of the desired day and time of your inspection. Please remember if you mail your permit application and payment allow delivery and posting time before you call in your inspection request. Please leave your name, company and contact phone number, the name of the person and contact phone number of who will be meeting the inspector, the business name and physical address of where the inspection will be performed, the day you would prefer and your preference of an AM or PM appointment. Your call will be returned to confirm the day and time of your inspection. If we have to leave a message, we will leave the assigned day and time of your inspection. There is no need to call back to confirm unless there is a conflict with the date and time assigned. When the inspection has been completed and approved, the permit will be issued.



**Fire Department  
Office of Fire Marshal**

**FIRE PREVENTION PERMIT APPLICATION**

**- - To Be Completed By Applicant - -**

**Name of Business:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**- - To Be Completed By Inspector - -**

**Plans Required:** ☐ YES ☐ NO **Plans Submitted:** ☐ YES ☐ NO

**Occ. Type:** A E I F H S

**Code Edition:** \_\_\_\_\_ 2009 International Fire Code \_\_\_\_\_

Code No.	Permit Granted for Application

**Comments:** \_\_\_\_\_

**Revenue Dept. Use**

**Fees Due:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Permit Issued:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FUND 10 ACCOUNT NUMBER 010-000-319-62.00**

10405 Corporate Dr. P.O. Box 110 Sugar Land, TX 77478-0110 (281) 491-0852 Fax: (281) 275-2850

Fire Prevention Permit Application 061912 cjv